
NELIGH-OAKDALE PUBLIC SCHOOLS

1-TO-1 HANDBOOK



The use of Neligh-Oakdale Public Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by Neligh-Oakdale Public Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Neligh-Oakdale Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology.

Dear Students:

Welcome to the Neligh-Oakdale Public Schools' 1-to-1 Program. The vision of this program is to prepare you for success, as adults, in the 21st century. Your teachers will continue to pursue opportunities to integrate technology as a part of our school's curriculum. Our mission is to empower you with the tools and knowledge to succeed. Providing you the access to technology on a 1-to-1 basis will allow for learning opportunities anytime, anyplace.

Neligh-Oakdale Public Schools' 1-to-1 Program will:

- **Empower you with 21st century skills in an ever changing society.**
- **Allow you access to learning at all times on or off campus.**
- **Enhance your learning opportunities in a variety of ways.**
- **Offer you opportunities for meaningful communication and collaboration between all educational stakeholders.**
- **Offer a more relevant and meaningful education for all students.**

This handbook is offered to provide you information regarding appropriate use of your device, as well as helpful information you may need in order to understand the basic functions of your device. Expectations for all students regarding appropriate use of school owned devices and other technology are communicated in this handbook. Always refer to this handbook first if you have a question. If you cannot find the answer to your question here, please ask your teacher or your school technology coordinator.

In order to offer all students at Neligh-Oakdale Public Schools the best opportunities, it is expected that all students work to abide by the rules and expectations for appropriate technology and Internet use. **Failure to use school technology and Internet in an appropriate manner may result in consequences including restricted use or loss of technology and Internet privileges.**

The Neligh-Oakdale Public Schools' 1-to-1 Program is for you, the student. The Neligh-Oakdale Public Schools' Board of Education has committed itself in offering the best educational opportunities that it can for all students. Please make every effort to use school owned technology and the Internet appropriately.

Sincerely,
Technology Committee

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TECHNICAL SUPPORT AT NELIGH-OAKDALE PUBLIC SCHOOLS

Tonya Strom serves the Neligh-Oakdale Public Schools as Technology Coordinator

E-mail: tstrom@nowarriors.org
Phone: (402) 887-4166 High School

- I. Device malfunction will be reduced if you maintain proper care of the device. Most often, damages to devices occur when individuals are neglectful of appropriate handling and misuse the device.
- II. **IF IT IS DETERMINED THAT THE DAMAGE IS CAUSED DUE TO NEGLIGENT BEHAVIOR, YOU WILL BE RESPONSIBLE FOR REPAIR COSTS.**
- III. If you experience problems with your device, you should ask your teacher for assistance.
- IV. If the problem cannot be resolved, you should seek technical support from the technology coordinator.
- V. On occasion, you may be issued a loaner device to be used temporarily until your device has been fixed. **If the malfunction is a result of neglectful care, your privileges may be reduced from “standard” to “suspended” and again, you will be responsible for repair costs.**
- VI. If a device needs to be returned to the company for repair, the temporary loaner device will be utilized and students will treat that device with the same expectations for use as the device originally issued to them.
- VII. Under no circumstances are students allowed to take their device to any other company for repair, tech support or troubleshooting. All repairs, tech support and troubleshooting will be handled through Neligh-Oakdale Public Schools, or their designate.
- VIII. **NEVER TRY TO FIX A COMPUTER ON YOUR OWN!**

TROUBLESHOOTING

- I. When your assigned device is not operating properly, it is suggested that you first try and restart your device as a first step. Restarting the device may allow for the machine to correct the problem and allow for normal use. If re-starting the device does not correct the problem, you will need to seek assistance. **Remember never seek technical assistance from outside school.**

RECEIVING DEVICE

- I. Students will receive a device, power cord, and bag at the start of each school year. **Students will be required to attend an orientation that is announced by the school administration prior to the first day of school.**
- II. Upon receiving devices and power cords each year, students and parents will be required to sign the Consent and Pledge Form, the Protection Plan and the Independent Access Student Use Agreement.

- III. Students assume responsibility for the devices at the moment they receive it. Students are responsible for the device and the power cord until they check in the device at the end of the school year.
- IV. Students must use the device bag issued from the school. Students will be required to keep the device in the school approved bag at all times when not in use. **ASSIGNED COMPUTERS ARE NEVER TO BE PLACED IN ANY OTHER BAG OR BACKPACK OTHER THAN THE BAG APPROVED BY THE SCHOOL.** Students will use the same school approved bag throughout their years in school unless it is necessary to replace it to assure device safety.
- V. Annual Fees: Fees and deadlines for payment are determined by administration on a yearly basis.

RETURNING DEVICE

- I. In order to update and clean devices each year, students will be required to check-in their assigned device, power cord, and bag at the end of each school year. Check-in will be a part of the end of the year student check-out process on or before the last day of school.
- II. Individual school devices and accessories must be returned to the Neligh-Oakdale Public Schools' Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Neligh-Oakdale Public Schools for any other reason must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at Neligh-Oakdale Public Schools, that student can be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft being reported with the Neligh Police Department.
- III. Furthermore, the student will be responsible for any damage to the device, consistent with the District's Protection Plan and must return the device and accessories to Neligh-Oakdale Public Schools' Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

USING DEVICE AT SCHOOL

- I. Devices issued to students are intended for use at school each day. Teacher expectations for device use will vary and at times, different software or programs may need to be loaded onto a device for specific courses. Students may use the device to access school messages, daily announcements and other information on the school webpage, calendars, and other tools used in daily routines. Students are responsible to bring the device to class unless specifically advised not to do so by the teacher.
- II. If a student leaves a device at home, they will need to contact someone to bring it to them. If someone cannot be contacted, the student will have an opportunity to check out a device (as available) to be used that day only and must be checked back in to the technology coordinator at the end of the day. Students will not be allowed to take a second device home unless their assigned device is being repaired. If a student repeatedly (3 times or more as determined by any staff member) leaves their device at home, they will be required to return their device to the technology coordinator and “checkout their device” daily for a period of time determined by the principal.
- III. **Devices are to be brought to school each day fully charged.** It is recommended that students charge their device each evening. Failure to bring a fully charged device to school may result in a student’s inability to participate appropriately in class. Power outlets are not always easily accessible in classrooms. Therefore, proper planning is expected to avoid poorly charged devices.
- IV. Inappropriate screensavers and backgrounds are not allowed. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures will not be allowed.
- V. Do not share your passwords with other students.
- VI. Sound must be muted at all times unless instructed otherwise by the teacher. Ear buds may be used at the discretion of the teacher.
- VII. At no time should students allow other students to use their device.
- VIII. At no time should students trade devices with other students.
- IX. All devices must be closed and in your bag when being carried between classes. Do NOT carry devices by the screen.
- X. During lunch, devices must be kept in school approved device bags. At no time will devices be allowed in the lunch room while students are eating lunch.
- XI. **At no time will students be allowed to bring their own personal device from home.**

USING COMPUTER AT HOME

- I. Students should never allow anyone outside of school to use their device.
- II. Students shall designate a safe place to keep the device when at home so that it remains undamaged and can be charged appropriately. Please be aware that pets can damage devices and chargers and such damage would be considered a result of negligence and you will be responsible to pay for repairs or replacements.

PROTECTING AND STORING DEVICE & CARE/MAINTENANCE

- I. Students are responsible for the proper care of the device and power cord issued to them. When not using the device and power cord, they should be kept in the device bags. Cords and cables must be inserted carefully into the device to prevent damage.
- II. When using the device, always make sure the device is sitting flat and not hanging off the edge of a table or desk. Be aware of others walking by your table or desk and make sure if you are charging the device that the cord is not in a place where it can be a trip hazard or jerked from your device and cause damage to the power port.
- III. Never use your device in a gym where a ball or other objects can become a risk of hitting or falling into the device.
- IV. Devices assigned to students are not to be left in an environment that would expose them to extreme heat or extreme cold.
- V. Never place objects (including paper) on the keyboard and then shut the screen as that can result in damaged keyboard and/or damaged screen. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- VI. Devices should always be transported in the school approved bags. Approved bags are to be used for devices and power cords only. Never put books or other items in the device bags.
- VII. Device batteries are not to be removed or swapped with other devices. Never take off the batteries.
- VIII. Devices lids are to be closed carefully and never slammed shut. Slamming the lid can damage the screen and the keyboard.
- IX. Students should never stack any items (including books) on top of the device.
- X. There is never to be any stickers or markings placed anywhere on the device.
- XI. Never leave a device in an unlocked locker, unlocked car, or any unsupervised area.
- XII. Devices must be kept in school approved device bags in school lockers during before and after school activities. Devices are never to be taken to the locker room. Devices are never to be left lying on the stage, hallway, or floor in the school building.

THEFT OR LOSS OF DEVICE AND/OR POWER CORD

- I. If you lose your device or if you feel it has been stolen, it is imperative that you report the loss or theft to the school administration. If you are not at school and the device becomes missing, you are expected to report the loss or theft to law enforcement immediately. If you are not at school, it may be necessary to contact law enforcement prior to notifying school administration.

SECURITY AND FILTERING MANAGEMENT SYSTEMS

- I. Security monitoring software is in place to manage and observe student use at all times. Security software operated by Neligh-Oakdale Public Schools allows for the tracking of all Internet activity at all times and records such use at all times.
- II. It is to be understood that the school can and will monitor technology use by students even when devices are being used off campus. Anytime a student is logged on the security management system will track use.
- III. Filtering software is used to assist in controlling internet sites being accessed.
- IV. All security and filtering management software is used district wide for all staff and students PreK-12th grade, and for anyone joining publically accessible network.
- V. 7th and 8th grade devices will not have access the internet after 10:00 p.m. CST.

MANAGING FILES AND SAVING DOCUMENTS

- I. All students have access to cloud storage owned by Neligh-Oakdale Public Schools and are responsible to maintain their own back-up files.
 - a. The Neligh-Oakdale Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

PRINTING

- I. Printing is not permitted from student devices unless it is approved by the classroom teacher or administration. Students are not allowed to print for personal purposes.
- II. It is expected that students and teachers use Learning Management Software as much as possible to reduce the amount of needed printing.

DEVICE PRIVILEGE LEVELS

- I. The Neligh-Oakdale Public Schools' Board of Education, the stakeholders of the district and school faculty are proud to offer students the opportunities that are included in the Neligh-Oakdale Public Schools' 1-to-1 Program. These opportunities should be viewed by students as a privilege. Students with appropriate attendance records and in appropriate behavioral standing with the school will start each school year with "Standard Privileges". Students who choose to violate the expected conduct for behavior communicated in student handbooks may have privileges reduced from "Standard Privileges" to "Suspended Privileges". Privilege levels are as follows:
 1. STANDARD PRIVILEGES:
 - i. Device with all standard software installed.
 - ii. Device may be taken home.
 2. SUSPENDED PRIVILEGES:
 - i. Device allowed to be used only at school (device may NOT be taken home or removed from campus).
 - ii. Internet and printing restrictions may be imposed based on individual violations.
- II. The administration/technology committee will determine consequences for inappropriate use based on individual acts. Consequences in addition to "Suspended Privileges" may be imposed for inappropriate use. Consequences may include short or long term loss of Internet, short or long term loss of assigned device and power cord, detention, suspension, expulsion and even criminal charges depending on the act.

NELIGH-OAKDALE PUBLIC SCHOOL ACCEPTABLE USE PROCEDURE

ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

The Board supports the use of devices, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

PROCEDURES AND GUIDELINES

The Administration shall develop and implement appropriate procedures to provide guidance for device use and internet access. Guidelines shall address teacher supervision of device use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of embedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of devices, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

Technology Protection Measure

The District will implement a technology protection measure that will block or filter internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of devices by minors.

Safety Instruction

Integrated within the core curriculum, students will receive instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.

Integrated within the core curriculum, students will receive instruction on Cyber-bullying awareness and response.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Administration shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

STUDENT USE

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Administration with a written request.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using devices, technology or the internet and related resources.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

- I. School District Protection is required for students and parents to cover device replacement in the event of **theft, loss, or accidental damage**. The protection cost is \$50.00 annually for each device grades 7-12. This will include **one repair or replacement**; additional repairs or replacement costs will be the full responsibility of students. **An additional protection plan may be purchased for \$50.00 if the first plan has been used. If a second plan is purchased, it can only be used for minor repairs up to \$100.00. The student/parent will be responsible for any amount over \$100.00.** Parents will need to purchase this protection plan through the Neligh-Oakdale Public Schools' office before your student is allowed to check out a device. Refunds will be given if a student leaves before the last Friday in September.
- II. All claims must be reported to the high school office. If damage or loss is due to vandalism, theft, or fire, students or parents must file a police or fire report to the principal's office before a device can be repaired or replaced.
- III. Neligh-Oakdale Public Schools will order all replacement parts.
- IV. If a student is unable or unwilling to pay for the protection plan, the student will be issued a device for school use only and will not be allowed to take the device home.**

NELIGH-OAKDALE PUBLIC SCHOOLS ELECTRONIC RESOURCES

INDEPENDENT ACCESS STUDENT USE AGREEMENT

I understand and will abide by the guidelines and Acceptable Use Procedure for independent access to electronic resources of the Neligh-Oakdale Public Schools. I further understand that any violation may result in access privilege revocation, school disciplinary action, and/or appropriate legal action.

In consideration for the privilege of using the Neligh-Oakdale Public Schools electronic resources and in consideration for having access to the information contained on it, I hereby release the Neligh-Oakdale Public Schools from any and all claims of any nature arising from my use of the network.

STUDENT SIGNATURE

DATE

PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the electronic resources *Acceptable Use Procedure* and guidelines for independent use established by the Neligh-Oakdale Public Schools. I understand that electronic access is designed for educational purposes. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to apply for a school issued device.

PARENT OR GUARDIAN SIGNATURE

DATE

STUDENT AND PARENT CONSENT AND PLEDGE FORM

- ❖ I understand that the device belongs to Neligh-Oakdale Public Schools and is issued to me to be used for my educational use. I understand the device, case and power cords will be returned in good working condition.
- ❖ I will not disassemble any part of my device or attempt any repairs.
- ❖ I understand that nothing I access, create or store on the device assigned to me is private and that the device may be examined by the school staff at any time without notice to me or my parents.
- ❖ The device assigned to me is ALWAYS my responsibility.
- ❖ I will use the assigned device as instructed by teachers, staff or parents.
- ❖ I will not share files or add software to the assigned device unless instructed by a teacher.
- ❖ I will not bypass or change the assigned device management settings or network management settings.
- ❖ I will come to school with the assigned device fully charged and in the school approved bag/case.
- ❖ I will always carry the assigned device with the lid closed and in the school approved bag/case.
- ❖ I will always protect the assigned device from food or beverage spills and I will not have my device near lunchroom tables during school lunch.
- ❖ I will always follow all copyright laws when using the assigned device and school Internet.
- ❖ I will never post my image, name, age, address or other personal information online unless approved by the classroom teacher or school administration.
- ❖ I understand that everything I post online may be accessed FOREVER.
- ❖ I will not remove or alter any markings identifying the assigned device as school property.
- ❖ I will follow the policies outlined in the 1-to-1 Handbook and the Acceptable Use Policy while at school, as well as outside the school day. I understand that if I violate any of the rules, my technology privileges may be restricted and/or taken away.
- ❖ I understand that I will be required to pay for damages and/or repairs to the laptop that result in my negligence or failure to properly care for the device. All damage or loss must be reported to the Neligh-Oakdale Public Schools' High School Office. Costs for negligent damage/repairs will be determined by school administration.
- ❖ I will file a police report in case of theft or vandalism, as well as report to the Neligh-Oakdale Public Schools' High School Office.

Individual school devices and accessories must be returned to the Neligh-Oakdale Public Schools' Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Neligh-Oakdale Public Schools for any reason must return their individual school device on the date of termination.

YOU MUST SIGN AND RETURN THIS FORM TO THE SCHOOL BEFORE BEING ASSIGNED A COMPUTER

I have read and understand the policies, expectations and procedures for the Neligh-Oakdale Public Schools' 1-to-1 Program. I agree to comply with all the policies, expectations and procedures outlined in the 2022-2023 Neligh-Oakdale Public Schools' 1-to-1 Program Handbook.

Student Printed Name: _____ Parent Printed Name: _____

Student Signature: _____ Parent Signature: _____

Date: _____ Date: _____

NELIGH-OAKDALE PUBLIC SCHOOLS PROTECTION PLAN

The Neligh-Oakdale Public Schools recognize that with the implementation of the 1:1 initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover device replacement in the event of **theft, loss, or accidental damage**. The protection cost is \$50.00 annually (7-12) for each device. This plan will include **one repair or replacement**, additional repairs or replacements will be the full responsibility of the student. **An additional protection plan may be purchased for \$50.00 if the first plan has been used. If a second plan is purchased, it can only be used for minor repairs up to \$100.00. The student/parent will be responsible for any amount over \$100.00.** Parents will need to purchase this insurance through the Neligh-Oakdale Public Schools' High School office before your student is allowed to check out a device.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to device. Warranty, Accidental Damage Protection, or School District Device Protection **DOES NOT** cover intentional damage of the device.